MANDATORY DISCLOSURES
of
SALBANI INSTITUTE OF TECHNOLOGY

1. **Name of the Institution :**
    - **Salbani Institute Of Technology**
    - **Address**   :Bankibandh, Saiyedpur, Salboni, Paschim Medinipur, Pin-721147, W.B
    - **Email ID**   :sit.salbani@gmail.com
    - **Contact No.:** 9830022065/9051188084
    - **Website**   : www.sitsalbani.org

2. **Name andaddress of the Society :**
    - **Salbani Institute Of Technology**
    - **Address**   :Bankibandh, Saiyedpur, Salboni, Paschim Medinipur, Pin-721147, W.B
    - **Email ID**   :sit.salbani@gmail.com
    - **Contact No.:**9830022065/9051188084
    - **Website**   : www.sitsalbani.org

3. **Name and Address of the Principal :**
    - **Name**   : Dr. Debashish Kundu
    - **Address**   :Bankibandh, Saiyedpur, Salboni, Paschim Medinipur, Pin-721147, W.B
    - **Email ID**   :sit.salbani@gmail.com
    - **Contact No.:** 9933010232

4. **Name of the affiliating University :**

    West Bengal State Council of Technical and Vocational Education & Skill Development

5. **Governance**

    - **Members of the Board and the ir brief background :**

SLNO.	NAME	ADDRESS	OCCUPATION	DESIGNATION
1.	Asit Kumar Ghosh	55/1 RABINDRA SARANI, P.O LILUAH, P.S LILUAH, HOWRAH,HOWRAH,West Bengal,711204	Businessman	Chairman
2.	Abhishek Ghosh	55/1 RABINDRA SARANI, P.O LILUAH, P.S LILUAH, HOWRAH,HOWRAH,West Bengal,711204	Businessman	Secretary
3.	Kalpana Ghosh	55/1 RABINDRA SARANI, P.O LILUAH, P.S LILUAH, HOWRAH,HOWRAH,West Bengal,711204	Businessman	Treasurer
4.	Arkajit Ghosh	55/1 RABINDRA SARANI, P.O LILUAH, P.S LILUAH, HOWRAH,HOWRAH,West Bengal,711204	Businessman	Member
5.	Dr. Partha Sarathi Samanta	55/1 RABINDRA SARANI, P.O LILUAH, P.S LILUAH, HOWRAH,HOWRAH,West Bengal,711204	Doctor	Member

- **Members of Academic Advisory Body :**

SL NO	NAME	PROFESSION	DESIGNATION
01	Asit Kumar Ghosh	Businessman	Chairman
02	Abhishek Ghosh	Businessman	Member
03	Kalpana Ghosh	Businessman	Member
04	Arkajit Ghosh	Businessman	Member
05	Principal	Service	Member
06	Nominee of Govt. of W.B	Ex-Officio	Member
07	Nominee of AICTE	Ex-Officio	Member
08	Nominee of (MAKAUT,WB)	Ex-Officio	Member
09	Nominee of (WBSCTVESD)	Ex-Officio	Member

- **Frequently of the Board Meeting and Academic Advisory Body :**

Board Meeting : 4 times in a Year (Interval of 3 Months)

Academic Advisory Body :

AcademicAdvisoryBodyMeeting : 6 times in a Year (Interval of 2 Months)

- **Organization chart and processes**

Governing Body - Chairman – Principal – HOD – Faculty

Admin Officer - Office Staff

Accounts Officer- Accounts Asst.

- **NatureandExtentofinvolvementofFacultyandstudentsinacademicaffairs/improvements :**

Governing body, Academic Cell, Internal Quality Assurance Cell have faculty students involvement in academic affairs/improvements.

- **Mechanism/NormsandProcedurefordemocratic/goodGovernance :**

  a. Open House meetings
  b. Open Door Policy
  c. Personalized performance monitoring
  d. Communication of Performance
  e. Departmentalization of Work
  f. Designated personnel for each class and Hostel
  g. Fast redressal of grievances
  h. Turn Around time allocated to all administrative tasks
  i. Platform for students to take responsibility and perform and show excellence
  j. Dedicated training and placement
  k. Continuous feedback and improvement processes

- **StudentFeedbackonInstitutionalGovernance/Facultyperformance :**

  1. Alumni Feedback is taken from Alumni for the academic year. The analysis helped the institute in development of curriculum for 'Autonomy'.

  2. Feedback about Faculty is taken from students twice a semester. The various parameters on which teaching is assessed are: Communication Skills, Quality of Teaching/ Academic input, Subject Knowledge, Content and Method of Delivery, Resourcefulness, Readiness of teacher, Accessibility and Availability of Teacher in Campus/ Department.

  3. An Institute level Parent Teacher meeting is conducted once every semester. During the meeting, parents are made aware about their wards' attendance, academic performance for the semester as well as about the various learning processes conducted in the institute.

GrievanceRedressalmechanismforFaculty,staffandstudents :

Institute has developed a Grievance redressal portal www.sitsalbani.org where Faculty,staffandstudents can raise their grievance. After that, member of Grievance Redressal committee will resolve the Grievances.

EstablishmentofAntiRaggingCommittee: The Institute constituted an Anti Ragging Committee to prevent ragging in the College Campus with the following members.

ANTI RAGGING COMMITTEE

NAME	PROFESSION	CONTACT NO	E-MAIL ID
Asit Kumar Ghosh	Chairman	9830022065	sit.salbani@gmail.com
Padma Palas Das	Lecturer	9734544293	padma.palas@gmail.com
Jhulan Tewary	Lecturer	7872216410	Jhulantewary820@gmail.com
Dr. Debasish kundu	Principal	9434128023	sit.salbani@gmail.com
Abhishek Ghosh	Secretary	7980752602	abhidebo91@gmail.com
Sandip karmakar	Lecturer	7059446870	its.rony1307@gmail.com

- **EstablishmentofOnlineGrievanceRedressalMechanism**

  Institute has developed a Grievance redressal portal www.sitsalbani.org where Faculty,staffandstudents can raise their grievance. After that, member of Grievance Redressal committee will resolve the Grievances.

- **EstablishmentofGrievanceRedressalCommitteeintheInstitutionandAppointmentofOMBU DSMANbytheUniversity :**

  The Institute has established a GrievanceRedressalCommittee to resolve the grievance of students, staffs of the Institute.

GRIEVANCEREDRESSALCOMMITTEE

NAME	PROFESSION	CONTACT NO	E-MAIL ID
Sri Sankar Kumar Sanyal	President Howrah Chamber Of Commerce	9755845935	s.k.sanyal65@gmail.com
Sri sanjoy Kumar Sureka	Director ConcrustIspat Limited	9005689412	sanjoy90.sureka@gmail.com
Sri Asit Kumar Ghosh	Chairman,SIT	9830022065	sit.salbani@gmail.com
Dr Debasish Kundu	Principal,SIT	9434128023	sit.salbani@gmail.com
Sri Padma Palas das	Lecturer,SIT	9734544298	padmapalasdas@yahoo.com
Sri Papun Ghosh	Administrative Officer,SIT	9933010232	papunghosh2015@gmail.com

- **EstablishmentofInternalComplaintCommittee(ICC)**

  The Institute has established a Internal Complaint committee to preventsexual harassment and ensure their wide dissemination.

InternalComplaintCommittee(ICC)

NAME	DESIGNATION	PROFESSION	MOB NO	MAIL-ID
Papun Ghosh	Administrator	ADMIN	9933010232	papunghosh2014@gmail.com
Sandip Karmakar	Lecturer	TEACHING	7059446870	its.rony1307@gmail.com
Batakrishna Hemram	Instructor	NON TEACHING	9735319482	batakrishnahemram@gmail.com
Ranu Dutta	Lecturer	TEACHING	9382065597	ranu.smart2015@gmail.com
Debabrata Patra	Lecturer	TEACHING	8609826872	debabrata480@gmail.com
Sujoy Sasmal	Student	ACADEMIC	7501543865	sit.salbani@gmail.com
Sourav Masanta	Student	ACADEMIC	8597486792	sit.salbani@gmail.com
Smritikantha Maity	Student	ACADEMIC	8348962690	sit.salbani@gmail.com
Munmun Ghosh	Office staff	NON TEACHING	8116899747	munmunghos353@gmail.com
Ashish Pan	Office staff	NON TEACHING	9800245262	asishkumarpan2017@gmail.com

- **Establishment of Committee for SC/ST :**

The Institute has established a SC/ST committee with following members :

NAME	PROFESSION	CATEGORY	MOB NO	MAIL ID
Batakrishna Hemram	Instructor	NON TEACHING	9735319482	batakrishnahemram@gmail.com
Bineet Kumar Saha	Lecturer	TEACHING	8101167960	bineetkumarsaha@gmail.com
Sandip Karmakar	Lecturer	TEACHING	7059446870	skarmakar1307@gmail.com
Kunal Kanti Ghosh	Lecturer	TEACHING	6295248064	kg2533647@gmail.com
Rajarshi Banerjee	Lecturer	TEACHING	7908536775	sit.salbani@gmail.com

- **Internal Quality Assurance Cell**

Internal Quality Assurance Cell (IQAC) has been established for the post-accreditation quality sustenance measure for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education. The primary responsibility of IQAC is to ensure quality enhancement and sustenance. It ensures the efficiency and effectiveness of measures taken/methods used to provide high quality education and evaluate the degree to which each task is fulfilled. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance.

Objective of IQAC

The Prime objective of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

6. **Programmes :**

- **Name of Programmes approved by AICTE :**

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE
DIPLOMA	ELECTRICAL ENGINEERING	60
DIPLOMA	MECHANICAL ENGINEERING	60
DIPLOMA	CIVIL ENGINEERING	60

- **For each Programme the following details are to begiven (Preferably in Tabular form):**

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE	DURATION	FEE
Diploma	Electrical Engineering	60	3 Yrs	1,05,000.00
Diploma	Mechanical Engineering	60	3 Yrs	1,05,000.00
Diploma	Civil Engineering	60	3 Yrs	1,05,000.00

Placement Facilities : Available

- **Campus placement in last three years with minimum salary, maximum salary and average salary :**

ACADEMIC YEAR	% OF PLACEMENT	MIN SALARY PACKAGE	MAXIMUM SALARY PACKAGE
2018-2021	63%	1,75,000.00P.A	2,10,000.00 P.A
2019-2022	53%	2,00,000.00 P.A	2,50,000.00P.A
2020-2023	75%	1,85,000.00 P.A	2,75,000.00 P.A

Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:

Not Applicable

7. Faculty : Course/Branch wise list Faculty members:

SL	SALUTE	1ST NAME	M.NAME	L.NAME	DEPARTMENT
1	Mr.	BINEET	KUMAR	SAHA	BASIC SCIENCE AND HUMANITIES
2	Mr.	PRAHALAD		MANNA	ELECTRICAL ENGINEERING
3	Mr.	AKSHAY	KUMAR	MANDAL	BASIC SCIENCE AND HUMANITIES
4	Mr.	SOMNATH		DAS	ELECTRICAL ENGINEERING
5	Mr.	SANDIP		KARMAKAR	ELECTRICAL ENGINEERING
6	Mr.	KANCHAN		GHOSH	MECHANICAL ENGINEERING
7	Mr.	SUBRATA		MANDAL	CIVIL ENGINEERING
8	Ms.	HAIMANTI		DAS	CIVIL ENGINEERING
9	Mr.	KUNAL		GHOSH	MECHANICAL ENGINEERING
10	Ms.	DEBJIT		NANDI	MECHANICAL ENGINEERING
11	Ms.	ASISH		ACHARYA	CIVIL ENGINEERING
12	Mr.	PADMA	PALAS	DAS	ELECTRICAL ENGINEERING
13	Mr.	RANU		DUTTA	CIVIL ENGINEERING
14	Mr.	MITUPRIYA		JANA	CIVIL ENGINEERING
15	Mr.	ARGHYADIP		MANDAL	ELECTRICAL ENGINEERING
16	Mr.	CHANDAN		PAL	MECHANICAL ENGINEERING
17	Mrs.	RAJARSHI		BANERJEE	CIVIL ENGINEERING
18	Mr.	SIDDHESWAR		KUNDU	ELECTRICAL ENGINEERING
19	Mr.	SUBHABROTO		CHAKRABORTY	ELECTRICAL ENGINEERING
20	Mr.	DEBABRATA		PATRA	MECHANICAL ENGINEERING
21	Mr.	SRIKRISHNA		JANA	MECHANICAL ENGINEERING
22	Mr.	MANUA		DE	ELECTRICAL ENGINEERING
23	Mr.	JHULAN		TEWARY	ELECTRICAL ENGINEERING
24	Mr.	RAJIB		MALLIK	CIVIL ENGINEERING
25	Mr.	BUBAI		GHOSH	MECHANICAL ENGINEERING

- Permanent Faculty :**25**
- Adjunct Faculty :**4**
- Permanent Faculty: Student Ratio :**1:20**

8. **Profile of Principal:**
   - **Name** : Dr. DEBASISH KUNDU
   - **Date of Birth** : 1/1/1962
   - **Education Qualifications**: M. TECH, PHD
   - **Work Experience**
     - **Teaching** : **24** Yrs
     - **Research** : 4Yrs
   - **Area of Specialization** : MICRO WAVE DEVICE FABRICATION
   - **Courses taught at Diploma/Post Diploma/Under Graduate/Post Graduate/Post Graduate Diploma Level** : Diploma (As per syllabus of WBSCTVESD)
   - **Research guidance (Number of Students)**
     - **No.of papers published in National/International Journals/Conferences :**04
     - **Master (Completed/Ongoing)** : Completed
     - **Ph.D. (Completed/Ongoing)** : Completed

9. **Fee: Details of Fee, as approved by State Fee Committee, for the Institution :**

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE	FEE
Diploma	Electrical Engineering	60	1,05,000.00
Diploma	Electrical Engineering	60	1,05,000.00
Diploma	Civil Engineering	60	1,05,000.00

   - **Time schedule for payment of Fee forth entire Programme : July & Jan Every Year**
   - **No. of Fee waivers granted with amount and name of students :**
     Diploma – 03,
   - **Number of scholarship offered by the Institution, duration and amount** : 04
   - **Criteria for Fee waivers/scholarship:** As per Govt. Norms
   - **Estimated cost of Boarding and Lodging in Hostels :7800.00 Per Month**

10. **Admission**
    - Number of seat sanctioned with the year of approval

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE	LATEST YEAR OF APPROVAL
Diploma	Electrical Engineering	06	2023-2024
Diploma	Electrical Engineering	60	2023-2024
Diploma	Civil Engineering	60	2023-2024

    - **Number of applications received during last two years for admission under Management Quota and number admitted :**100 Approx

11. **Admission Procedure :**

• **Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL(website) :**

LEVEL OF COURSE	NAME OF THE TEST AGENCY	NAME & ADDRESS OF THE TEST AGENCY	URL
Diploma	JEXPO for 1st Year & VOCLET for 2nd Year	West Bengal State council of Technical & Vocational Education and Skill Development 110, S.N.Banerjee Road, Kolkata-19	https://exam.webscte.co.in/JEXPO-VOCLET

• **Number of seats allotted to different Test Qualified candidate Separately (AIEEE/CET(State conducted test/University tests/CMAT/GPAT)/Association conducted test etc.) :**

As per Govt. Norms

• **Calendar for admission against Management/vacant seats:**
   • Last date of request for applications : According to Govt. Notification
   • Last date of submission of applications : According to Govt. Notification
   • Dates for announcing final results : According to Govt. Notification
   • Release of admission list (main list and
      Waiting lists hall be announced on the same day) : According to Govt. Notification
   • Date for acceptance by the candidate (time given
      Shall in no case be less than15 days) : According to Govt. Notification
   • Last date for closing of admission : According to Govt. Notification
   • Starting of the Academic session : According to Govt. Notification
   • The waiting list shall be activated only on the expiry
      Of date of main list : According to Govt. Notification
   • The policy of refund of the Fee, in case of withdrawal,
      Shall be clearly notified : According to Govt. Notification

12. **Information of Infrastructure and Other Resources Available**

   • **Number of Class Rooms and size of each** : 20 – Size each Room : 66 Sq. Mtr

   • **Number of Tutorial rooms and size of each** : 10 – Size each room : 33 Sq. Mtr

   • **Number of Laboratories and size of each** : 52- Size each Room : 66 Sq. Mtr

   • **Number of Computer Centres with capacity of each** : 03(50 Capacity Each Centre)

   • **Central Examination Facility, Number of rooms
      And capacity of each** : 20(60 Capacity Each)

   • **Online examination facility (Number of Nodes,
      Internet bandwidth, etc.)** : 150, 80 MBPS Internet Bandwidth)

   • **Barrier Free Built Environment for disabled and
      Elderly persons** : Yes, Ramp & Lift Available

   • **Occupancy Certificate** : Yes

   • **Fire and Safety Certificate** : Yes

   • **Hostel Facilities** : Yes

Library

   • **Number of Library books/Titles/Journals available (Programme-wise)** : 36542

- List of online National/International Journals subscribed : 100
- E-Library facilities : Yes
- National Digital Library (NDL) subscription details : Yes

- **Laboratory and Workshop**
  - List of Major Equipment/Facilities in each Laboratory/Workshop : As per norms

  List of Experimental Set up in each Laboratory/Workshop : As per norms

- **Computing Facilities**
  - **Internet Band width** : 80MBPS
  - **Number and configuration of System** :150, Intel i5 Processor, 500 GB HDD, 8 MB Ram, 15" Color Monitor, Mouse, Keybaord
  - **Total number of system connected by LAN** :150
  - **Total number of system connected by WAN** :50
  - **Majorsoft ware packages available** : MS-WINDOW, MS-OFFICE, VISUAL BASIC, C & C++, Python, Unix etc.
  - **Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)**: Projector, Screen, Sound System Etc.
  - **Facilities for conduct of classes/courses in online mode (Theory &Practical) :**
    E-learning method equipment available
  - **Innovation Cell** : Available
  - **Social Media Cell** : Available
  - **Compliance of the National Academic Depository (NAD), applicable to PGCM/PGDM Institutions and University Departments:** Yes

- **List of facilities available**
  - **Games and Sports Facilities** : Available
  - **Extra-Curricular Activities** : Available
  - **Soft Skill Development Facilities** : Available

- **Teaching Learning Process**
  - Curriculum and syllabus for each of the Programmes as approved by the University :

    Diploma: WBSCTVESD
  - **Academic Calendar of the University** : Yes

13. **List of Research Projects/Consultancy Works**
- **Industry Linkage** : Yes
- **MoUs with Industries(minimum3(10))** : 05

14. **LoA and subsequent EoA till the current Academic Year :**

To,

The Secretary (Technical education)
Govt. of West Bengal,
Bikash Bhawan, Room No. 602,
6th Floor Salt Lake, Kolkata-700091

Sub: Extension of Approval for the Academic Year 2023-24

Ref: Online application of the Institution submitted for Extension of Approval for the Academic Year 2023-24

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) Regulations, 2020 notified on 4th February 2020 and amended on 24th February 2021 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to:

Permanent Id	1-3361656691	Application Id	1-36217898491
Name of the Institution	SALBANI INSTITUTE OF TECHNOLOGY	**Name of the Society/Trust**	SALBANI INSTITUTE OF TECHNOLOGY
Institution Address	VILL-BANKIBANDH, P.O-SAIYEDPUR, P.S-SALBONI, DIST-PASCHIM MEDINIPUR, PIN-721147, WEST BENGAL, MIDNAPORE, PASCHIM MEDINIPUR, West Bengal, 721147	**Society/Trust Address**	55/1 RABINDRA SARANI, P.O-LILUAH, P.S-LILUAH,HOWRAH,HOWRAH,West Bengal,711204
Institution Type	Private-Self Financing	**Region**	Eastern

Year of Establishment   2017

To conduct following Courses with the Intake indicated below for the Academic Year 2023-24

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2022-23	Intake Approved for 2023-24	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
DIPLOMA	ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	West Bengal State Council of Technical Education, Kolkata	60	60	No	No
DIPLOMA	ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	West Bengal State Council of Technical Education, Kolkata	60	60	No	No
DIPLOMA	ENGINEERING AND TECHNOLOGY	MECHANICAL ENGINEERING	West Bengal State Council of Technical Education, Kolkata	60	60	No	No

It is mandatory to comply with all the essential requirements as given in APH 2023-24 (Appendix 6)

Important Instructions

1. The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year

2019-20 is implemented without affecting the reservation percentages of SC/ ST/ OBC(NCL) / General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to increase in annual permitted strength over a maximum period of two years.

2. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time are now amalgamated as total intake and shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2023-24 for the Total Approved Intake. Further, the Institutions Deemed to be Universities/ Institutions having Accreditation/Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook.

3. Strict compliance of Anti-Ragging Regulation, Establishment of Committee for SC/ ST, Establishment of Internal Committee (IC), Establishment of Online Grievance Redressal Mechanism, Barrier Free Built Environment for disabled and elderly persons, Fire and Safety Certificate should be maintained as per the provisions made in Approval Process Handbook and AICTE Regulation notified from time to time.

4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

5. As per the AICTE Notification dated 29.01.2014 and amended thereto, it shall be mandatory for each Technical Education Institution, University Department and Institution Deemed to be University imparting Technical Education to get accreditation (NBA) for at least 60% of the eligible courses in the next ONE (1) Years' time, otherwise EoA for the subsequent Academic Year (A.Y. 2024-25) shall not be issued by the Council.

6. Deemed to be University: Institutions Deemed to be Universities (Running Technical Education Programmes), it is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance of the Hon'ble Supreme Court Order dated 03-11-2017 passed in CA No.17869- 17870 /2017.

Prof. Rajive Kumar Member Secretary,   AICTE

Copy to:

1. **The Director Of Technical Education**, West Bengal**
   The Principal / Director,
   SALBANI INSTITUTE OF TECHNOLOGY

   Vill-Bankibandh, P.O-Saiyedpur, P.S-Salboni, Dist-Paschim Medinipur, Pin-721147, West Bengal,
   Midnapore,Paschim Medinipur,
   West Bengal,721147

2. **The Secretary / Chairman,** 55/1
   RABINDRA SARANI, P.O-LILUAH, P.S-LILUAH
                                   HOWRAH,HOWRAH
                                   West Bengal,711204

3. **Guard File(AICTE)** Note: Validity of the Course details may

be verified at http://www.aicte-india.org/

This is a computer generated Statement. No signature Required